Title: Driver  
Domain: Support Administration  
Grade: G2  
Post Number: 3CUBFM003PA  
Organizational Unit: UNESCO Regional Office for Culture in Latin America and the Caribbean  
Duty Station: Havana  
Type of contract: Project Appointment  
Deadline (midnight, Havana time): 16 April 2020

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Overview of the functions of the post

The UNESCO Regional Office for Culture in Latin America and the Caribbean is launching the joint UNESCO-European Union Programme Transcultura: Integrating Cuba, the Caribbean and the European Union through Culture and Creativity. The Programme is built on two components: the first focusing on strengthening the skills and capacities of young cultural professionals and the second on enhancing opportunities through knowledge transfer and exchanges. It includes the establishment of a Regional Cultural Training Hub in Cuba and will create opportunities for entrepreneurship, socio-economic projects and collaboration in the cultural and creative sectors, heritage and tourism within the Caribbean region and with the EU.

The UNESCO Regional Office for Culture in Latin America and the Caribbean is seeking to recruit a Driver to provide transportation services and logistical support to the Transcultura Programme.

Under the authority of the Director of the Office, the Incumbent will carry out the following roles and responsibilities:

1. Drive official vehicle as required for the transportation of personnel, staff and official visitors.
2. Facilitate immigration and customs formalities and the delivery and collection of mail, documents and other items.
3. Manage the day-to-day maintenance of official vehicle (check oil, water, battery, brakes, tires and others) and perform minor repairs, arrange for other repairs, and ensure that the vehicle is kept clean.
4. Log official trips, daily mileage, gas consumption, oil changes and others.
5. Ensure compliance to relevant UN and safety/security procedures and follow rules and regulations in case of involvement in accident.
6. Provide programme and general office assistance, including facilitating the printing and photocopying of documents, supporting Transcultura Programme events and logistics, among others, as required.
7. Carry out additional activities to support Transcultura Programme implementation as required.

Competencies

A successful candidate will be required to demonstrate the following competencies:

Accountability (C)  
Communication (C)  
Teamwork (C)  
Results focus (C)  
Planning and organizing (C)  
Knowledge sharing and continuous improvement (C)

For detailed information please consult the UNESCO Competency Framework

Required qualifications
UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply. UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

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**Education**
- Secondary, technical or vocational school.

**Work Experience**
- Current Driver's License and a minimum of two years of progressively responsible professional driving experience.
- Demonstrable knowledge and skills related to driving safety, security and protocol.

**Skills and competencies**
- Competence in establishing good working relationships with team members of different nationalities and cultural backgrounds.
- Excellent communication skills and experience working in a multi-skilled and multicultural team.
- Knowledge of ethical and behavioural expectations, sound judgement, and high standards of integrity, discretion and confidentiality.

**Languages**
- Fluency in Spanish (oral and written).

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**Desirable qualifications**

**Work Experience**
- Experience driving for international organizations or entities is desirable.

**Assessment**

An assessment exercise may be used in the evaluation of candidates.

**How to apply**

To apply, please send your cover letter and CV in Spanish by e-mail to habana@unesco.org or to the UNESCO Regional Office in Havana, 551 Calzada and D, La Habana. Application files will have to reach UNESCO by 16 April 2020 (midnight, Havana time).

**Benefits and entitlements**

UNESCO’s salaries are paid in CUC in Cuba and are exempt from tax. Other benefits include: 30 days annual leave, family allowance, medical insurance and pension plan.

Please note that UNESCO is a no-smoking Organization.